

DRAFT COPY

MEMORANDUM FOR: Deputy Director for Administration

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FROM:

Chairman, ADMAG

SUBJECT: Letter of Instruction in the Administration Directorate

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REFERENCE: Memorandum to DDA, from [REDACTED],
Chairman, ADMAG, dated 26 January 1977,
Subject: Comments on Suggested ADMAG Topics


1. This is in response to the above-referenced memorandum concerning Letters of Instruction (LOIs) within the Administration Directorate.

2. Our findings are based on a random sampling of the eight components plus the MG Career Service. Those sampled represented the top management, middle management and the rank and file of the components. The respondents answered a questionnaire prepared by the ADMAG, based on the questions asked in your memorandum of 28 October 1976.

3. The findings were that: yes, employees do know what an LOI is, and those who have LOIs vary from component to component in no particular pattern. Some also were not sure whether or not they had a current LOI. Only about half of the employees sampled felt that the LOI in its present form accomplished a useful purpose. Most felt that oral communication between the supervisor and employee would be sufficient; however, the majority believed

that LOIs could be useful. It was also evident that the LOI procedure should be changed to become more employee goal oriented. Almost all of the respondents stated that if the LOI were current, it should be used in the evaluation process. Some of the components stated that the LOI should be continued; others would rather have them discontinued; but, in very few instances, they felt the LOI should continue as it is presently being implemented. If the LOI is to remain, it should meet specific needs of the employees, be current and consider career development.

4. It is our hope that the above results, even though the parameters may be broad, will be of value to you in addressing the issue of the LOI.

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Attachment:
Questionnaire